



STUDENT HANDBOOK
2016 – 2017

COORDINATED DOCTORAL PROGRAM IN BIOMEDICAL SCIENCES
GRADUATE SCHOOL OF ARTS AND SCIENCES
COLUMBIA UNIVERSITY MEDICAL CENTER

TABLE OF CONTENTS

I. FINANCE

1.	Compensation.....	3
2.	Direct Deposit.....	3
3.	External Award Policy.....	4
4.	Taxes.....	5

II. CAMPUS RESOURCES

1.	AI:MS (Addiction Illness:Medical Solutions).....	4
2.	Backup Care Program.....	5
3.	Banking.....	5
4.	Bicycles.....	5
5.	Bookstore.....	6
6.	Center for Career Education.....	6
7.	Child Care.....	7
8.	Child Care Subsidy.....	7
9.	Computer Services.....	7
10.	Disability Services.....	8
11.	Dissertation Office.....	9
12.	E-mail.....	9
13.	Gym.....	10
14.	ID Office.....	10
15.	Inter-University Doctoral Consortium.....	10
16.	International Students and Scholars Office (ISSO).....	11
17.	Lactation Rooms.....	11
18.	Library.....	12
19.	Mental Health Service.....	12
20.	Minority Affairs.....	13
21.	Ombuds Office.....	13
22.	Printing.....	14
23.	Public Safety.....	14
24.	Shuttle Service.....	15
25.	Student Health Service.....	15
26.	Text Message Enrollment.....	15
27.	Wellness Center.....	16

III. STUDENT LIFE

1.	Arts Initiative.....	16
2.	Graduate Student Advisory Council (GSAC).....	17
3.	Graduate Student Organization (GSO).....	17
4.	New York Academy of Sciences.....	18
5.	P&S Club.....	18
6.	Religious Services.....	19

TABLE OF CONTENTS CON'T.

IV. SCHOOL POLICIES

1.	Academic Integrity.....	19
2.	Academic Progress.....	20
3.	Advanced Standing.....	20
4.	Alcohol Policy.....	21
5.	Change of Program.....	22
6.	Cross-registration.....	22
7.	Dean's Disciplinary Procedures.....	22
8.	Employment.....	23
9.	Grading System.....	23
10.	Grievance Policy.....	25
11.	Leave of Absence.....	28
12.	Prizes and Awards.....	30
13.	Registration.....	31
14.	Time Off.....	31
15.	Time to Degree.....	32
16.	Withdrawal.....	32

V. UNIVERSITY POLICIES

1.	Alcohol Policy.....	33
2.	Information Technology Computer Network Use Policy.....	33
3.	Equal Educational Opportunity and Student Nondiscrimination Policies.....	34
4.	FERPA.....	35
5.	Gender-based Misconduct Policy.....	35
6.	Personal Identification Number (PID#).....	36
7.	Political Activity.....	36
8.	Radiation Access.....	39
9.	Romantic Relationship Advisory.....	40
10.	Smoke-free Policy.....	40
11.	University Regulations.....	41

This handbook is intended to describe the policies and resources available to you as graduate students. Although many topics are dealt with only in brief, this book will direct you to sources of additional information, where appropriate. It is critical for graduate students to familiarize themselves with and make use of support structures available through their individual graduate programs. Thus, students should regularly consult with both their Director of Graduate Studies and Program Administrator.

Review of academic, financial, and other matters may lead to changes in policies, and while every effort has been made to ensure that this handbook is accurate and up to date, it may include errors due to changes that have been implemented after publication.

I. FINANCE

1. Compensation

Students are paid either of two ways; as a Predoctoral Fellow (Fellow) or as a Graduate Research Assistant (GRA). Fellows are paid from Dean's funds, department monies, training grants or outside fellowships. GRAs are paid from research grants or other sponsored projects. It is most common for students to begin their studies as Fellows and then switch to GRA status in subsequent years. All biomedical Ph.D. students will receive a stipend of \$37,224 (prorated) for 2016-2017.

Fellows receive stipend payments three times a year. The summer stipend covers July 1 – August 31; the fall stipend covers September 1 through January 15; and the spring stipend covers January 16 through June 30.

GRAs receive salary checks biweekly, on the 15th and on the last business day of each month.

2. Direct Deposit

All students should sign-up for direct deposit to receive their payments.

Domestic students receiving stipend checks can request direct deposit by logging in to SSOL at <https://ssol.columbia.edu/> and selecting "Direct Deposit Authorization" from the "Account" menu.

International students receiving stipend can sign-up for direct deposit after they have received one physical check. Log in with your UNI and password at <https://my.columbia.edu/>. Once logged in, click on the "Faculty and Staff" link at the top. Click on "View Your Direct Deposit Information" to enter your banking information and set up direct deposit.

All students receiving GRA payments can sign-up for direct deposit by logging in to https://my.columbia.edu and selecting the "Faculty & Staff Self-service" tab.

3. External Award Policy

Students who apply for and receive competitive external awards may be eligible for stipend supplementation. This policy does not apply to all external awards so please check with the Office of Graduate Affairs for specific awards.

4. Taxes

All students who receive payments either as Pre-doctoral Fellows or GRAs are responsible for declaring these payments on their tax returns. However, the interpretation and implementation of the tax laws are the domain of the Internal Revenue Service and the courts. Columbia University takes no position on what the status may be for a particular taxpayer, and it does not have the authority to dispense tax advice.

Taxes are not deducted from Fellow's stipend checks for US citizens, Permanent Residents, or foreign nationals whose country has an appropriate tax treaty with the United States. Fellows have the option of filing quarterly estimated tax payments with the IRS.

If you have not completed a tax treaty form or if you are not certain if there is a treaty in effect, please see the Office of Graduate Affairs. Foreign nationals whose country of citizenship does not have a tax treaty with the United States will have a 14% withholding tax deducted from their stipend check.

Taxes are deducted from GRA salary checks. The W-4 (federal) and IT-2104 (city/state) withholding forms you complete will determine the amount of the deduction.

Domestic students paid as fellows will not receive a W-2 form from the University. International students paid as fellows will receive a 1042-S form at the beginning of the calendar year.

All GRAs will receive a W-2 form.

Since student compensation is considered an award for training and not wages for services, Social Security is not deducted.

II. CAMPUS RESOURCES

1. AIMS (Addiction Information and Management Solutions)

<http://cumc.columbia.edu/student/health/medical/aims.html>

Stephanie Rozen, Director

Phone: (212) 305-3989 **Location:** 102 Bard Hall

The AIMS Program, part of the Center for Student Wellness, focuses on issues related to drinking or drug use, smoking cessation; disordered eating behavior; gambling; excessive internet use; excessive spending; or difficulties with/concerns about classmates, friends, or family members arising from any of the aforementioned.

Specialized substance use counseling is available through AIMS, which is a safe, confidential place for students to raise concerns about compulsive behavior and/or addiction.

2. Backup Care Program

The backup care program provides care for anyone you have or feel a responsibility toward, when normal arrangements are disrupted and/or when you need to provide short-term care. For example, if your child cannot attend school, school is closed, the babysitter cancels, your parent who lives in another state becomes ill or temporarily incapacitated, your home health aide cannot come in — but you still need to get to class, attend to your lab, or write a paper.

For situations like these and more, Columbia University has contracted with Bright Horizons Family Solutions to provide access to 100 hours of backup care per fiscal year to all Ph.D. students.

When you have planned or unplanned changes to your usual care arrangements, backup care can provide you with a professional caregiver in your home 24 hours a day, 7 days a week, or at a qualified facility.

After care is received, you are billed for small co-pays as follows:

- Center-Based Child Care: \$2 copay per hour per child for child care facilities
- In-Home Care for Children or Adults: \$6 copay per hour for the first 50 hours used; \$9 per hour for each hour in excess of 50 up to the 100 hour limit (for up to three dependents in the home). Note there is a 4 hour minimum for this option.

To register, visit the Bright Horizons website at <https://backup.brighthorizons.com/> or call (877) 242-2737.

3. Banking

Santander Bank ATMs are located in the lobbies of 60 Haven and the Black Building. There is a Chase Bank branch in the lobby of the Harkness Pavilion operating Monday – Friday, 8:00 AM – 6:00 PM. Chase ATMs are located in the P&S Building, Presbyterian Hospital Building, Milstein Hospital and the Harkness Pavilion.

4. Bicycles

Students who live off-campus are encouraged to bike to CUMC when feasible. Showers are available for bicycle commuters. In addition to the Bard Hall gym, students are eligible to utilize the showers at the New York-Presbyterian gym by purchasing monthly shower passes for only \$5 per month. The NYP gym is located in the Service Building on the 2nd floor and features all amenities for showering including towels and lockers. For more information please call 212-305-1800.

Bicycle racks are available at the following campus locations:

- Fort Washington Ave & West 168 Street
- Side of Rosenfield Building, 722 West 168th Street
- 100 Haven Garage by entrance
- In front of 622 West 168th Street
- In front of 630 West 168th Street
- In front of Hammer Building, 701 West 168th Street

- Side Entrance Hammer Building, New Student Learning Center
- Russ Berrie Parking Lot
- West 167th Street & St. Nicholas Ave., Side of Irving Cancer Center
- West 166th Street & St. Nicholas Ave., Side Of Audubon I
- South Property Garage – 165th Street and Fort Washington Ave. - main level south/east end
- Irving Pavilion - 161 Fort Washington Ave.
- Milstein Hospital Building, 177 Fort Washington Ave.
- Milstein Heart Center - located at the 165th Street driveway/entrance
- Neurological Institute - 710 West 168th Street

Free bicycle registration with NYPD and Columbia University Department of Public Safety is encouraged and discounted Kryptonite bike locks are available in BB 109.

5. Bookstore

The CUMC Bookstore carries required and recommended text-books for Columbia courses as ordered by faculty. It also stocks academic supplies, imprinted items and clothing. A Starbucks® Café is on the premises as well. Please be certain to purchase your course books before midterms whenever possible, as the bookstore begins returning unsold textbooks to the publishers at this time. The Bookstore accepts Barnes & Noble gift certificates, cash, checks, and credit cards (American Express, Master Card, Visa, or Discover). Payment by check requires two forms of identification or a Columbia Card. Extended hours of operation are offered at the beginning of each term. The bookstore also buys back textbooks.

Bookstore hours:

Monday–Thursday: 8 am–7 pm

Friday: 8 am – 6 pm

Saturday: 10 am–4 pm

Sunday: 11 am – 4 pm

Address:

711 West 168th Street @ Haven Avenue

New York, NY 10032

Phone: (212) 923-2149

Fax: (212) 923-7539

E-mail: bkscolumbiapres@bncollege.com

6. Center for Career Education

The Center for Career Education is available to help students and alumni develop the key competencies necessary to make informed decisions and take the necessary steps to achieve their career goals. Assistance is available for developing CVs and cover letters; preparing for an upcoming interview or networking event; starting a job search or evaluating an offer. The Center is located at:

East Campus Building

Lower Level

116th & Amsterdam

(enter through Wien Courtyard)

7. Child Care

The Columbia University affiliated child care centers are independent centers with many students coming from Columbia families. Columbia University provides support to these centers towards maintaining their physical environment, quality of care, and financial aid. The closest affiliated child care centers to our campus are:

Medical Center Nursery School

The Medical Center Nursery School aims to provide a secure, nurturing, developmentally appropriate educational setting for children in the following communities: Columbia University; New York Presbyterian Hospital; the New York State Psychiatric Institute; and northern Manhattan, specifically the Washington Heights and Inwood neighborhoods.

Eligibility Requirements: Ages 2 to 6 years

Fee(s): Application fee and tuition

Registration/Application Deadline: Applications are accepted in the beginning of September for the following year

Address: 60 Haven Avenue

Director: Howard Johnson

Phone: 212-304-7040; Fax: 212-544-4243

Email: information@mcns.org

For more information, visit the Medical Center Nursery School Website at <http://www.mcns.org/home.htm>

Bright Horizons at New York Presbyterian

The curriculum offers a developmentally appropriate environment where children can learn, laugh and grow as lifelong learners. Age appropriate classrooms encourage exploration and investigation, while developing children's sense of self. We work collectively with families, teachers and our children to provide a meaningful educational experience that reflect the children's interests.

Eligibility Requirements: Ages 6 weeks to 6 years

Fee(s): Application fee and tuition

Address: 61 Haven Avenue

Director: Allison Wilmot

Phone: 212-927-2723

For more information, visit the Medical Center Nursery School Website at

<http://child-care-preschool.brighthorizons.com/ny/newyork/nypres/>

Additional child care resources, including those near the Morningside campus, can be found at the University's Office of Work/Life <http://worklife.columbia.edu/>

8. Child Care Subsidy

Parents who are PhD candidates enrolled in the Coordinated Doctoral Programs in Biomedical Sciences are eligible to receive a \$2,000 subsidy for each child who qualifies by being under the age of 5 and not yet attending kindergarten. There is a limit of one subsidy per eligible child per academic year, even if both parents are GSAS students.

The appropriate form must be submitted each academic year to the Office of Graduate Affairs. Forms may be submitted at any time from September 1 – June 30. For each eligible child, a copy of his/her birth certificate or adoption documents as well as proof of child care-related expenses must be attached.

9. Computer Services

The CUMC IT Service Desk is the main technical support group for students at CUMC. You can call extension 5-Help (212) 305-4357, email 5help@columbia.edu, or stop by the Service Desk on the 2nd floor of the Hammer Health Sciences building at 701 West 168th Street.

The CUMC IT Service Desk hours are:

Monday through Friday 8:00 am* to 7:30 pm

Saturday 7:00 am to 3:00 pm

Sunday 10:00 am to 6:00 pm

* Phone support begins at 7:30 am

For general information about student technical resources and support at CUMC, please see the Getting Started for Students page at

http://www.cumc.columbia.edu/it/getting_started/students.html

On Campus:

If you will be connecting your computer to the campus wired network, it must be registered. Any student can pre-register their computer from off campus or from the secure wireless networks by submitting a form from the computer that you will be using on campus. If you live in Bard Hall, Georgian, or Towers I, II, or III, your computer's web browser should be directed to the wired registration form as soon as you plug it directly into the data port and open the browser.

Off Campus:

The Virtual Private Network (VPN) service provides an encrypted connection for your computer to connect to resources on the secured campus network from off-campus, and to connect to the secured Rome wireless network. VPN is a program that encrypts data before it is sent across a network.

The CUMC version of the Cisco VPN program must be installed on the computer. After installing, you must login to VPN with your UNI and password whenever you would like to connect. Please see the VPN web site http://cumc.columbia.edu/it/getting_started/vpn.html to download the program and for step by step installation instructions.

10. Disability Services

<http://www.health.columbia.edu/ods/>

CUMC Campus Manager: Athalie Alexander
105 Bard Hall, 50 Haven Avenue

Phone: (212) 304-7029
disability@columbia.edu

Columbia is committed to serving the needs of its students with disabilities. The University Office of Disability Services coordinates services for students with permanent or temporary disabilities in order to assist these students in realizing and maximizing their academic and personal potential. Disability Services works in conjunction with each of Columbia's schools to support their individual academic programs and standards. Each school designates a liaison officer for Disability Services. The GSAS disabilities liaison at the Medical Center is the Assistant Dean for Graduate Affairs.

The Office works with students and with their schools to develop individualized accommodation strategies that address disability needs and meet academic expectations. Students' accommodations are based on their academic program and may include

adaptive computer equipment, taped texts, alternative testing arrangements, readers, note takers, sign-language interpreters, amanuenses/scribes, and other aides. The Office provides auxiliary aids and adaptive equipment for student use upon payment of a deposit.

Obtaining Services:

Students must register with University Disability Services before any services can be provided or accommodations can be considered. The registration process involves submission of the Disability Self-Identification Form, a signed Release Form, and current and comprehensive medical or diagnostic documentation. Medical documentation should include diagnosis, duration (if temporary), limitations, and any recommendation for accommodations. In cases involving a student with learning disabilities, appropriate documentation should be current, providing an accurate assessment of a student's adult level compensatory skills and learning style.

Students with disabilities are encouraged to contact the Office of Disability Services upon acceptance to discuss their specific disability needs and plan any academic accommodations that may be necessary. Students are encouraged to register their disability with the Office regardless of their need for services. Often students may not desire assistance at the time of entrance to Columbia, but as they progress academically, they may have the need for support or services. Therefore, early registration with the Office is essential. Disability Identification and Release Forms are available at the Office or may be downloaded from the Office Web page. Confidentiality is a priority. Once registration is complete, the Office contacts the student and the designated liaison within each school to develop and implement the necessary and appropriate academic accommodations. Students should contact the Office of Disability Services for information on the availability of assistive technology.

11. Dissertation Office

The Dissertation Office provides advanced doctoral candidates with dissertation guidelines and forms including the *Application to Defend the Dissertation* and the *Final Deposit and Award of the Ph.D. Degree*.

The Dissertation Office is located in 107 Low Memorial Library and is open Monday through Friday from 9:00AM—4:45 PM. For further information you can contact Julissa Pena at (212) 854-2866.

12. E-mail

All incoming students should have activated their Columbia Exchange e-mail accounts before arriving.

An Exchange account involves two components: Outlook and the CUMC IT Exchange servers.

Outlook is the "client" software that is used on individual computers for email, calendaring, contacts, tasks and more.

Exchange is a type of email server/system that allows its accounts to easily share and manage calendars, resources, and contacts in a more secure environment. It also provides strong support and compatibility with mobile devices such as iPhones, tablets etc.

Outlook for Windows and Macintosh is the CUMC IT standard supported email program. It is part of the Microsoft Office Suite that is available for free to students, and offers the best compatibility with Exchange accounts.

Since we are a Medical Center campus, to prevent release of protected health information, accidental or otherwise, a Columbia e-mail account must not be set up to forward automatically to an external account such as Gmail, Yahoo mail, etc.

Graduating students get a 90 day grace period after which Exchange accounts are disabled. During the 90 day grace period, you will get 3 notifications that your email account will be disabled by a specified date. If you will be continuing in another capacity at CUMC, your new department will have to submit another Exchange account request form.

For those students who are not remaining at CUMC, the instructions will let them know to have their alumni email account turned on by contacting the main campus, and save any email data they would like to take with them.

For those students who do not reply to the emails after the 90 day grace period, their mailboxes will be disabled.

13. Gym

The recently renovated Bard Athletic Center, located on the 3b level of Bard Hall, offers a 20-yard swimming pool, a squash court, a gymnasium, an aerobics room, lockers, showers, and saunas. Students can develop a workout program using Nautilus exercise equipment, rowing machines, stair climbers, ellipticals and treadmills, or may participate in a number of scheduled classes. The facility is handicapped accessible. Students should obtain an ID validation sticker from the Office of Housing Services, 50 Haven Avenue, for entry. *There is no membership fee for Medical Center students.*

Students who prefer to use the gym on the Morningside campus can pay an Access Fee in the Membership Office, 4th floor, Dodge Fitness Center.

14. ID Office

The University ID card is your passport to Columbia. It grants you access to secure campus locations and enables you to take advantage of cultural discount programs in New York City. The cards created for the CUMC community are unique to the Medical Center, but can also be used at Columbia University's Morningside Campus.

Upon receipt, your ID card is already programmed to allow swipe access between campus buildings as well as the library. If you require access to other secure facilities such as the "mouse house," please see your Departmental Administrator.

If you lose or damage your card, a replacement card can be issued for a \$20 fee. The CUMC ID Office is located in P&S 1-405C.

15. Inter-University Doctoral Consortium

The Graduate School is a member of the Inter-University Doctoral Consortium (IUDC), which provides for cross-registration among member institutions. Participating schools are

CUNY Graduate Center
Fordham University
The New School for Social Research
New York University (including the Institute of Fine Arts)
Princeton University
Rutgers University
Stony Brook University

Teachers College (TC) is also a member of the IUDC, but Columbia students interested in TC classes should cross-register within Columbia rather than use the IUDC.

M.A. students are not eligible for this program.

Ph.D. students in years 2 through 6 register at Columbia for the course(s) they plan to take at the visiting institution by submitting the IUDC Registration Form. The host institution may also require students to register there. Students should familiarize themselves with the academic regulations of the host university, including its location, grading system, applicable deadlines, and calendar.

Classes may be taken for a grade and will appear on the Columbia transcript. Students will receive a letter or ID card allowing them library reading privileges at the host institution. Columbia students going to New York University may use their CUID card.

Courses taken in the IUDC must be taken for a grade (Pass/Fail is an option), not for R credit or Audit.

Registration Period: Students must register between August 26 and September 27 for fall and between January 14 and February 14 for spring.

Note: IUDC is limited to fall and spring semesters. Summer session or intersession courses are not eligible for the IUDC.

For more information, contact Thalyana Stathis at 212-854-4738 or ts2980@columbia.edu.

16. International Students and Scholars Office (ISSO)

The ISSO on the Morningside campus serves the needs of all students enrolled in the Graduate School of Arts & Sciences, including those at the Medical Center. International students with questions or requests concerning visas, immigration, travel, employment, or other matters relating to their stay at Columbia are welcome to walk in to speak to a Program Officer. Their office is located at 524 Riverside Drive in International House North, between West 122nd Street and Tiemann Place. Tel: (212) 854-3587.

Office hours are 9:00 am - 5:00 pm, Mondays through Fridays, except Wednesday mornings when they open at 10:30 a.m. The office is closed on weekends and University holidays.

17. Lactation Rooms

Columbia University Medical Center is proud to participate in the Office of Work/Life breastfeeding support program, an initiative to support staff, faculty and student parents at Columbia University. Recognizing the benefits of breastfeeding and in compliance with the law, Columbia University is committed to ensuring that the needs of lactating women are met.

The breastfeeding support program provides private, clean lactation rooms equipped with hospital-grade breast pumps throughout Columbia's campuses for the use of mothers (faculty, staff, students, and visitors) to express milk while they are at work or school. The Office of Work/Life also sells breast pump accessories at cost, provides educational materials, and offers referrals to lactation consultants and support groups including breastfeeding-related programs on campus.

CUMC has three dedicated lactation rooms. One is located on PH-17, one on the 3rd floor of the Georgian Building and one on the 1st floor of the School of Public Health building. All are accessible 24 hours/day, 7 days/week.

Please contact the Office of Work/Life at 212-854-8019 to request access to the campus lactation rooms. Access is provided either by a key pad code or by card swipe using your CUID card.

18. Library

Located on the Medical Center campus in the Hammer Building (corner of 168th Street and Fort Washington), the Augustus C. Long Health Sciences Library (one of the 25 libraries of Columbia University and its affiliated institutions) provides students with an extraordinary array of resources. From the Health Sciences library's homepage available at <http://library.cumc.columbia.edu/>, students can obtain information about the library's collections, services, classes, and more. Students may access the library's electronic resources (books, journals, databases, and more) both on and off campus by following links from the library's homepage and by inputting their Columbia University ID (UNI) and password whenever prompted. Students may also order materials from another Columbia library or items not available at the Columbia libraries by using the library's online request forms (<http://library.cumc.columbia.edu/how-get-resources-other-libraries>). Reference/research assistance is available to students on a walk-in basis at the library, via telephone (212-305-3692), via email (hs-library@columbia.edu), and by appointment for more extensive consultations.

19. Mental Health Service

The Mental Health Service, a division of the Student Health Service, offers confidential consultations, counseling, psychotherapy and pharmacotherapy for individuals and couples. They are available for support throughout your time at the Columbia University Medical Center.

They are staffed by psychologists and psychiatrists who are experienced in the issues that students face in the course of their professional training - for example: Normal developmental concerns that may be triggered by the intensity of the educational process; Anxiety and panic symptoms; Problems with mood; Interpersonal difficulties - relationship problems and family issues; Sexual and intimacy issues; Social shyness; Disordered eating and eating disorders; Substance abuse - alcohol and other drugs.

Appointments are scheduled promptly to accommodate academic, laboratory and work schedules. As part of your Student Health Service coverage, you are entitled to 10 on-site sessions annually at no cost. In addition, as part of your Aetna health coverage, you have an unlimited number of Mental Health Service visits annually with a \$20 co-pay per visit.

The Mental Health Service (MHS) offers a streamlined system for scheduling your **initial** telephone appointment with a mental health clinician. If you are not currently in treatment with the MHS and would like to be seen, simply go to the online portal at <http://cuhs.studenthealthportal.com/PyramedPortal>, log in, and select “schedule appointment” under “appointment scheduling”. After agreeing to the terms, select “mental health telephone appointment” as the reason for your appointment. You will then be able to search by day for a 15 minute appointment time. After you confirm your appointment time, you will be asked to complete a form with the telephone number where you can be reached at the time of your appointment. At that time, a mental health clinician will call you and will conduct the initial telephone appointment.

If you have an emergency, please contact the Service immediately at 212-305-3400.

20. Minority Affairs

The Graduate School is committed to the principle that diversity in the student body enhances the intellectual experience and understanding of the entire scholarly community. Thus, the Office of Minority Affairs & Special Programs is committed to the recruitment, matriculation and graduation of underrepresented students into Ph.D. programs. Additionally, the office assists students who may have experienced racial and/or socio-economic barriers to doctoral education and attempts to facilitate their successful admission and matriculation to the Graduate School.

The services that the Office of Minority Affairs (OMA) offers is open to students and range in scope from helping students prepare competitive applications for GSAS programs to advocacy for general support that facilitates the student’s retention in the Graduate School of Arts and Sciences. Social and cultural events are also organized. If you have any questions, specific concerns or would like to simply “drop-in”, You are encouraged to contact Dr. Isabel Geathers, Assistant Dean for Academic Diversity at (212) 851-9851, visit the office located at 107 Low Memorial Library, or e-mail gsasoma@columbia.edu.

21. Ombuds Office

<http://www.columbia.edu/cu/ombuds/>

The Ombuds Office is a neutral, informal, and confidential resource for anyone in the Columbia University community who needs help to address a concern or resolve a conflict. The Ombuds Officers will listen, provide information and suggest a range of options. When it is appropriate, an Ombuds Officer will, with permission, help to forward information and, if it is possible, maintain the confidentiality of the source. The Ombuds Officer can also mediate or find other ways to facilitate communication with other members of the Columbia University community.

The Ombuds Office supplements but does not replace existing formal or informal channels for conflict resolution. The Ombuds Office is independent from all other offices in the University and reports directly to the President of the University.

Students on the Medical Center campus can arrange meetings in the Ombuds Office on either the Morningside or Medical Center campus. For further information, contact the Ombuds Office:

Joan C. Waters
660 Schermerhorn Extension

Phone: (212) 854-1234
Fax: (212) 854-6046
Email: ombuds@columbia.edu.

On Wednesdays an Ombuds Officer is at the Medical Center campus office.

Address:
101 Bard Hall
50 Haven Avenue

Phone: (212) 304-7026

22. Printing

If you have a Columbia UNI you can print from any CUMC workstation below by sending your document to the Pharos system which allows students to send a print job to one master queue, then go to any printer to log in with your UNI and password and print. All print jobs will stay in the Pharos queue for 24 hours. There is no printing quota.

Pharos Printer Type	Printer Location
Black and White	3 in the 24 Hour Computer Lounge at Hammer Library entrance
Color	24 Hour Computer Lounge at Hammer Library entrance
Black and White	7 in Hammer 2nd Floor
Color	Hammer 2nd Floor near the Microcomputer Lab
Multi Function Black and White	2 in Hammer 2nd Floor
Black and White	Physicians and Surgeons Student Lounge 1st Floor
Black and White	Bard Hall Recovery Room study area
Black and White	Bard Hall Lobby
Black and White	Tower 2 Lobby
Black and White	Georgian 2nd Floor Lobby
Black and White	Georgian 4th Floor Room 415
Black and White	Neurological Institute 8th Fl Student Lounge
Black and White	Vanderbilt Clinic 8th Fl Student Lounge

Please note: Students registered in Medical Center programs cannot print on the Morningside campus.

23. Public Safety

On the Medical Center Campus from 6:00PM until 6:00 AM escorts are provided by Public Safety personnel on foot; vehicles may be used if available. The escort area is West 163rd Street to West 168th Street, Riverside Drive to Amsterdam Avenue and from West 168 Street to 178 Street, Broadway to Haven Avenue. A valid Columbia ID Card is required to obtain an escort. Please call 212-305-8100 to request an escort. Allow 10-15 minutes for the escort to arrive.

Computer Security is encouraged through the discounted sale of PC and laptop locks.

PC Phone Home laptop and PC recovery software is available for free online through CUIT. Operation ID property engraving is great for laptops, PDA's computers, etc. Your property is then registered with NYPD and Columbia University Department of Public Safety.

24. Shuttle Service

There is a free Intercampus Shuttle which connects the Morningside campus, the Medical Center, Manhattanville locations, and Harlem Hospital. An app can be downloaded which tracks the shuttle location in real-time. At the Medical Center, the shuttle stop is at 168th Street and Broadway, in front of Starbucks. The shuttle schedule can be found here:

<http://www.columbia.edu/cu/transportation/docs/shuttles/intercampus.html#Schedule>

There is also a free shuttle to the Fairway Supermarket four times a week (Tuesday@ 5:30 PM, Thursday @ 6:30 PM, Saturday @ 10:00 and 11:00 AM) picking up in front of 80 Haven Ave (at 170th street). The van arrives promptly, gets you there in 10 minutes and departs from the parking lot 1 hour later.

25. Student Health Service

If you are a full-time Ph.D. student in the biomedical sciences, the cost of your health coverage premiums is paid for you. Students may also elect to pay for the same level of health coverage for spouses/domestic partners and children.

The Student Health Service provides a full range of primary care medical services, mental health services, and health promotion and wellness services. The clinical staff consists of physicians, a physician assistant, nurses, medical assistants, psychiatrists, psychologists and health educators. Clinical hours are, Monday through Thursday, 8:00 AM – 7:00 PM, and on Friday, 9:00 am – 4:00 pm. Please schedule routine visits, such as physical exams. Emergency care after hours is coordinated through the physician on call.

Location: 60 Haven Avenue, 1st Floor

Call (212) 305-3400 during office hours to schedule an appointment.

The triage nurse has access to same-day appointments for urgent problems if a regular appointment is not available. Please speak with her (in person or on the phone) for more information.

26. Text Message Enrollment

Columbia has implemented a system that allows the University to use text messaging as one of the communications channels for sending urgent information. The University will not use the mobile number you provide for text message notification for any purpose other than urgent communications such as emergency campus closures or weather emergencies. This restriction also means that these numbers will not be shared nor used for ordinary University business purposes.

You are advised to log into Student Services On-line at <https://ssol.columbia.edu/> and select "Text Message Enrollment" from the menu.

27. Wellness Center

The Center for Student Wellness (CSW) was founded on the belief that even the most successful and dedicated student occasionally can use guidance and support. Designed as “one-stop shopping” for student support, the Center for Student Wellness provides free, broad-based support to enhance the physical, emotional, psychosocial, and academic well-being of CUMC students through individualized consultation services, targeted community outreach, and collaboration with faculty and staff.

CUMC students may seek out assistance at the Center for Student Wellness for virtually any concern, big or small. Based on the nature of the concern, the Center staff will assist the student in the development of an individualized action plan to address the concern.

With the outreach program Wellness Works!, the Center for Student Wellness serves as the health promotion division of the CUMC Student Health Service (SHS)

The Center for Student Wellness (CSW) at Columbia University Medical Center is:

OPEN: The CSW is open to all students attending any school at the medical center regardless of race, color, sex, religion, national or ethnic origin, citizenship, sexual orientation, age, marital status, disability, or status as a Vietnam-era or disabled veteran.

SAFE: The CSW is a safe space where students should feel free to discuss personal matters without fear of judgment or retribution. Accordingly, the CSW acts in partnership with a number of Columbia University and community resources to ensure that all students receive appropriate assistance.

CONFIDENTIAL: The CSW assures confidentiality - no records of specific issues, complaints or problems are kept. The CSW will not report the names of visitors to the office and will not act without permission, except in cases of imminent serious risk to individual safety, or if required by law.

Getting help...

The Director for Student Wellness, Dr. Jane Bogart, holds regular afternoon walk-in office hours. Appointments are available at other times. A complete listing of current walk-in hours is posted outside the Center for Student Wellness at 107 Bard Hall and on the Center’s website at <http://www.cumc.columbia.edu/students/wellness>

III. STUDENT LIFE

1. Arts Initiative

The Arts Initiative has developed several key programs to ensure that the arts and culture of New York City are a part of every students' educational experience here at Columbia. These programs include: CU Arts, (<http://www.cuarts.com/>) the website and portal to Arts @ Columbia, all Arts Initiative programs and many other on and off campus arts resources. The Ticket & Information Center, (<http://www.cuarts.com/calendar/tickets>) a centralized box office for on and off campus events including discounted movie vouchers for students. The Gatsby Charitable Fund, (<http://www.cuarts.com/page/gatsby>) a fund for individual students and student organizations who produce arts-related campus events and projects. The Passport to New York,

(<http://www.cuarts.com/page/freemuseums>) free museum entry with student CUID to 29 major cultural institutions in New York City and Columbia Alumni Arts League, (<http://www.cuarts.com/caal>) an alumni program whereby members join for \$25 and enjoy discounts and special benefits to over 50 cultural NYC organizations as well as connect with fellow alumni at CAAL Events.

2. Graduate Student Advisory Council (GSAC)

<http://www.columbia.edu/cu/gsac/>

The Graduate Student Advisory Council (GSAC) is a student government organization at Columbia University. Membership consists of student-elected departmental representatives from the Ph.D. and free-standing M.A. programs of the Graduate School of Arts and Sciences. GSAC facilitates communication among students, deans, and other administrators. Quality-of-life concerns—housing, campus and study space, computer services, health care, stipends—can have a powerful impact on academic success, including the student’s ability to learn, to teach, and to conduct research. GSAC sponsors social, cultural, and academic events, as well as workshops to improve the quality of life for GSAS students. These events offer students from different departments the chance to socialize and learn from each other. The frequency and variety of events point to GSAC’s vitality as an organization that creates a network of resources for GSAS students within Columbia. GSAC also provides awards each year to Columbia faculty members who excel in the mentoring of Ph.D. students.

3. Graduate Student Organization (GSO)

The Graduate Student Organization (GSO) represents the interests and concerns of the students in the various biomedical sciences graduate programs at the Columbia University Medical Center. Their mission as a group is to meet on a regular basis to promote social and academic interactions among students from the different programs, represent and voice the general interests regarding graduate student life issues, encourage the integration of new graduate students into our student body, and importantly, provide graduate students opportunities to be positively involved in the communities of our school and the greater city of New York where we are located. The GSO is run by an active group of elected graduate students who represent the diverse student body. The GSO thus provides a forum for which voices can be heard and actions can be taken to enhance the everyday life of C.U. graduate students.

Regular weekly social events include Free Fridays and Cookie Break. Past GSO-sponsored outside events have include:

Laugh Lounge Comedy Club
Hunter Mountain Ski Trip
ChoiceEats Restaurant Week
Rock Climbing
Limon Dance Company
Catskills Hiking
Broadway Shows

US Open Tennis
NY Yankees Baseball
Medieval Times
Russian Treasures Ballet
Cirque du Soleil
Cinco de Mayo Party

4. New York Academy of Sciences

<http://www.nyas.org>

Columbia University is a founding member of the *The Science Alliance* at the New York Academy of Sciences and covers the cost of membership for all first year students. *The Alliance* is a consortium of universities, teaching hospitals, and independent research facilities committed to advancing the careers of students and postdocs in science, technology, engineering, and mathematics. *The Alliance* provides career advice and opportunities to network and interact with investigators across many institutions and disciplines. Your membership provides:

- Free admission to all Frontiers of Science discussion group events and reduced fees to Academy conferences.
- Open access to Academy eBriefings, online multimedia reports on NYAS events focused on the latest research in a broad range of disciplines.
- Free attendance to all *Science Alliance* events, providing career and professional development.
- Personalized services to campuses, including *Science Alliance* events for graduate students held at alliance campuses.
- Special opportunities, including company days with a focus on recruiting and careers, and the chance for students and postdocs to participate in internal and external conferences and events.

5. P&S Club

The P&S Club, founded in 1894, is a vibrant extracurricular outlet for students at the Medical Center campus. The Club currently sponsors approximately 50 organizations representing students' vast interests and talents, including athletics, the performing arts, student advocacy, and community service. In addition to providing a creative outlet, the Club offers the opportunity to build relationships between all the schools on campus and reduce the stresses of academic life. A listing of some of the active organizations can be found here:

Bard Hall Players	Multicultural Show
Big Brothers Big Sisters	P&S Musicians' Guild
Black and Latino Student Organization	Outdoor Club
P&S Chess Club	P&S Partners & Spouses
P&S Choir	Photography Club
Cinema Heights	Reflexions Magazine
Coffeehouse Cabaret	P&S Roadrunners Club
Columbia Christian Fellowship	Rugby Football Club
Columbia Science Mentoring Program	Soccer Club
Columbia Student Medical Outreach (CoSMO)	Social Dance Club
CULTURA	Society of Bacchus
Eco Reps	South Asian Health Sciences Association
P&S Ethics Club	Squash Club
Food Club	Striding for Better Health Club
Free Weight Club	Students for a National Health Program
Karate Club	Students for Environmental Action
Lambda Health Alliance	Triathlon Club
Medical Center Jewish Association	The Ultrasounds
	Water Polo Club

6. Religious Services

The Pauline A. Hartford Memorial Chapel, which is non-denominational, is located on the 1st floor of the Presbyterian Hospital Building, 622 West 168th Street, and is always open for prayer and meditation. The following regularly scheduled services are held in the Chapel as well unless otherwise noted:

Catholic Mass

Monday, Tuesday, Wednesday, and Friday, 12:05 p.m.
Thursday, 12:00 noon
Saturday, 5:15 p.m.
Sunday, 8:30 a.m.

Interfaith

Thursday, 11:30 a.m.

Jewish (Mincha)

Monday - Friday, 1:40 p.m.
Children's Hospital Building, Room 6-663

Muslim (Juma)

Friday, 1:00 p.m.

IV. SCHOOL POLICIES

1. Academic Integrity

Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are particularly serious offenses and will be dealt with severely under Dean's Discipline.

Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research.

Scholars draw inspiration from the work done by other scholars; they argue their claims with reference to others' work; they extract evidence from the world or from earlier scholarly works. When a student engages in these activities, it is vital to credit properly the source of his or her claims or evidence. To fail to do so would violate one's scholarly responsibility.

In practical terms, students must not cheat on examinations, and deliberate plagiarism is of course prohibited. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting a paper online); hiring someone to write a paper; copying from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation. Students also should not submit the same paper to more than one class.

Graduate students are responsible for proper citation and paraphrasing, and must also take special care to avoid even accidental plagiarism. The best strategy is to use great caution in the handling of ideas and prose passages: take notes carefully and clearly mark words and ideas not one's own. Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

2. Academic Progress

The Graduate School of Arts and Sciences requires that all work for the Ph.D. degree must be completed within nine years of full-time registration, less any Leave of Absence or advanced standing granted. However, neither funding nor University housing is guaranteed past year seven.

Permission to register each term is contingent, in part, on judgment that progress in the degree program is satisfactory. Satisfactory progress is assessed on the basis of grades, timely completion of qualifying examinations and thesis requirements, and success in securing a Research Mentor. All coursework must be completed with a minimum grade of "B."

Failure to maintain satisfactory progress:

A student who fails to maintain satisfactory progress will be alerted to his or her deficiencies, advised of the means to remedy them, and told the consequences of his or her failure to do so. A student who fails to maintain satisfactory progress after such a probationary period will have his or her candidacy terminated. Each program maintains its own standards of satisfactory academic progress and procedures for addressing deficiencies. In cases of egregious failure to achieve progress, a student may be dismissed from the degree program without a probationary period.

Extension of Time:

Extension of the time allowed for completion of a degree may be granted on recommendation of the student's mentor and program to the Associate Dean for Graduate Affairs when specific, unusual, mitigating circumstances warrant.

3. Advanced Standing

Advanced standing may be granted to Ph.D. students who, upon entrance to the Graduate School, have completed the requirements for either an appropriate Master's degree, conferred by a regionally accredited institution or the international equivalent or, sometimes, an appropriate professional degree, at Columbia or elsewhere. The faculty must judge that the previous degree is the academic equivalent of the Columbia M.A. and so advances the student by one year toward the M.Phil. On this basis, a maximum of two Residence Units may be applied to credit toward the M.Phil. and Ph.D. degrees. Usually work is accepted for credit when (a) it has contributed directly and substantially to the fulfillment of the requirements for the M.Phil. and Ph.D. degrees and (b) it meets departmental standards. Students granted advanced

standing under the foregoing provisions are not eligible to receive the M.A. degree from Columbia.

Students in Biomedical Informatics Master's Program may be eligible for partial advanced standing with the approval of the faculty for graduate level course work (4000 level and above) taken in other divisions of the University only. No advanced standing is granted toward the Master of Arts degree to these students who have taken courses outside Columbia University.

4. Alcohol Policy

Supplemental Guidelines and Procedures to Implement the University Policy on Alcohol at the Medical Center

1. There are laws governing when and to whom alcohol may be served. There is a University policy on alcohol, which is part of a larger policy statement on alcohol, drugs, and smoking. All Medical Center students are expected to comply with the laws and with University policies. Copies of the University policies are available in the Student Affairs Office of each CUMC school and program, in the CUMC Office of Housing Services and in the P&S Club.
2. As a Medical Center campus, we have a particular responsibility to recognize that alcohol misuse and dependency are very serious personal and public health problems. All members of the Medical Center community are expected to be sensitive to the difference between responsible and irresponsible serving and consumption of beer, wine, and other alcoholic beverages.
3. As CUMC is largely a graduate student campus, we operate on the presumption that our students are adults who are responsible for their own behavior, and the procedures we adopt reflect this fact. At the same time, as in the society at large, specific guidelines and procedures are necessary to clarify expectations of behavior and to protect and promote the welfare of the larger community. When alcohol is served at student-sponsored events, the students in charge of the event are responsible for assuring that moderation is exercised in the amount of alcohol purchased and served, that both alcoholic and non-alcoholic beverages are available, and that food is served. In addition, at every student sponsored event where alcohol is served, at least one student must be designated to ensure that the event is in compliance with the policies outlined here (see numbers six and seven below). Individual students are responsible for moderating their own consumption of alcohol.
4. In compliance with University policy, no alcohol is to be served to a person who is disorderly or who is or appears to be intoxicated.
5. While most Medical Center students are over 21, not all are. State law prohibits the serving of alcohol to anyone under the age of 21. As prescribed by law and by university policy, no individual on the Medical Center Campus shall be sold, served, given, or otherwise receive alcoholic beverages if that individual is not at least 21 years of age. Any student-sponsored-function where there is a possibility of students attending who are not yet 21 must pay special attention to and comply with procedure number three in the section on procedures (see number seven below).
6. Respect for personal and property rights must be maintained at student events where alcohol is served. When a student-sponsored event takes place in a resident hall or other University space, there must be a designated student(s) responsible and accountable for assuring that University and Medical Center policies and procedures are known and complied with. Any damage to property resulting from disorderly or intoxicated conduct will be the financial responsibility of the students involved in such conduct. If the identity of the students cannot be determined, the group sponsoring the event during which property damage occurred will assume financial responsibility.

7. Designated students responsible for upholding the alcohol policy at an event must participate in training sponsored by the AI:MS program through the Center for Student Wellness. The training will cover skills related to the points identified above, particularly:

- Procedures regarding the identification of under-age students
- Procedures regarding the intoxicated student (non-admission, no further service, control of behavior)
- Procedures for controlling the serving of/access to alcohol

8. Students whose behavior under the influence of alcohol or other drugs becomes a public matter (e.g., call from Security for health reasons, damage to property, etc.) will be required to meet confidentially with the Director of the AI:MS program to discuss the incident.

9. Because of issues related to professionalism outlined in the CUMC Alcohol Policy, repeated occurrences related to number eight above may warrant involvement of the appropriate Dean.

5. Change of Program

A student who is currently registered in a program at the Graduate School of Arts and Sciences may apply for a change of program by completing the proper form and submitting a detailed description of the reason for the change.

Students may request a change:

- * from one Ph.D. program to another Ph.D. program
- * from a Ph.D. program to a Free-Standing Master's program
- * from one Free-Standing Master's program to another.

NOTE: A change of program is not allowed from a Free-Standing Master's program to a Ph.D. program. You may not use a change of department or program form to apply to another division or school of the University; a formal application for admission to the intended school is required.

Change of department requests cannot be made within the first semester of enrollment.

Approval for such requests is solely at the discretion of the faculty of the program to which you are applying and the deans.

Once the request is approved, you are considered to be a student in the new program and are subject to the academic requirements of that program.

6. Cross-registration

During the fall and spring semesters, it is possible to register for courses in other divisions of the University at no additional cost. There is no cross-registration during the summer semesters.

The availability of courses and procedures vary by School. Permission of your mentor or Graduate Program Director is required.

7. Dean's Disciplinary Procedures

Dean's Discipline is the process used to investigate and respond to allegations of academic or behavioral misconduct of a graduate student in GSAS. Academic dishonesty violates the principle of intellectual integrity that is the foundation of this institution. Violating that principle is one of the most serious offenses that a student may commit.

For a full description of GSAS and University Policies, the violation of which may result in Dean's Discipline, please refer to GSAS definitions of good academic and administrative standing, the Essential Policies for the Columbia Community, and the Columbia University Equal Opportunity and Affirmative Action Student Policies on Discrimination and Harassment.

In partnership with GSAS, Student Conduct and Community Standards (SCCS) administers the Dean's Discipline process. Students, faculty, and staff may file a report directly to SCCS for any incident involving a GSAS graduate student. The full Dean's Discipline process is outlined in the Standards and Discipline document sent under separate cover.

8. Employment

Enrollment in the PhD Program is a full-time endeavor. While we recognize that work experience can be beneficial for your career, there are only two conditions under which students can secure employment outside of the doctoral program: The work must be science related and can be no more than 10 hours per week.

This policy is based on years of evaluating students' successful progress in our program. We have found that working in a totally unrelated field or for more than 10 hours per week often has a negative impact on student research and course work. Of course, we advise discussing all your outside employment options with your mentor.

9. Grading System

Letter Grades

The Graduate School's grading system is as follows: A, excellent; B, good; C, fair; D, passing but poor; F, failure. Plus and minus letter grades are also used. Unless program regulations specifically state otherwise, all courses to be credited toward the degree must be taken for a letter grade.

A letter grade is given to a student who has completed the required work in a course, including the final exam or paper, and it is expressed on a student's transcript by the letter grades A, B, C, D, or F. The grade of F is a final grade and is not subject to reexamination.

Ph.D. students enrolled in CUMC Programs may not take a course for "R" credit.

Students should seek advice from the director of graduate studies in their department if they wish to take a course Pass/Fail.

IN (Incomplete)

The mark of IN is given to a student who has satisfactorily met all the requirements of a course except for the completion of certain assigned papers or reports or the final examination, which the student has been compelled to postpone for reasons that are 1) beyond his or her control and 2) satisfactory to the instructor.

P/F (Pass/Fail)

A few specific graduate-level courses are offered only on a Pass/Fail basis such as Research and Seminar courses. Students who wish to be given a P/F grade for a course offered on a letter-grade scale must request the grade of P/F through the Office of the Registrar, not by direct request to the instructor.

The deadline for requesting to take a course P/F in the fall or spring semesters is given on both the GSAS Academic Calendar and the University Academic Calendar. Decisions to take a particular course Pass/Fail are not reversible after this date, nor will requests to take a course Pass/Fail be granted.

A course that has been taken for P/F may not be repeated for a letter grade.

The grade of F is a final grade and is not subject to reexamination. The number of points of P/F credit acceptable for a degree is set by each program in consultation with the Executive Committee of the Graduate School of Arts and Sciences.

UW (Unofficial Withdrawal)

The mark of UW is assigned to students who have registered for a course but who have never attended or have discontinued attendance prior to the due date of substantive work. Additional information is available on the Registrar's website.

Retaking a Course with a Grade of F

Students may appeal to the DGS or program director of their department to retake a course in which they have received an F. The student must obtain approval from the DGS of the department offering the course, as well as from the DGS of their department. The student must retake the entire course. Students cannot retake a course for which they received a passing grade.

The grades for both of the courses will be posted on the student's transcript; the first course will not count toward the student's minimum GPA for good standing, but the second iteration will.

Grade Appeals

As a matter of course, GSAS recognizes that faculty members have both the right to determine grading policies for their classes, and the expertise to evaluate their students' work. A grade appeal requires objective evidence of a substantive breach in grading policy. A GSAS student wishing to appeal a final grade should first contact the professor to attempt to resolve the dispute informally. If no resolution results, the student should next consult his or her advisor, Director of Graduate Studies, or Chair. If the dispute is still not settled, a student should submit a detailed written statement describing the disagreement to the GSAS Office of Graduate Affairs no later than 30 working days after the end of the term in which the class was taken or, if the student receives notice of the grade after the end of the term, no later than 30 working days after receiving notice of the grade.

Please note: Grade changes are not allowed after a student has graduated and his or her terminal degree has been conferred.

10. Grievance Policy

Columbia University is an academic community committed to fostering intellectual inquiry in a climate of academic freedom and integrity. Its members are expected to uphold these principles and to exhibit tolerance and respect for others. Accordingly, the Graduate School of Arts and Sciences (GSAS) condemns all forms of misconduct and works strenuously to assure that its students are accorded tolerance, dignity and respect. Any student in GSAS who believes that he or she is a victim of misconduct may make use of the mediation and grievance procedures developed by the Graduate School.

The GSAS Procedure for Student Grievances governs cases in which a student has a complaint against any individual subject to the authority of the Dean, such as a GSAS administrator or a fellow GSAS student. Grievances against Arts and Sciences faculty members are governed by the procedures of the Faculty of Arts and Sciences.

Note: In the text of this document "complaint" is used in the most general sense to cover all the types of issues requiring mediation and/or resolution that are addressed herein. Complaints as specific actions brought by a student are distinguished procedurally by "informal complaint" or "informal resolution" on the one hand and "grievance" or "formal grievance" on the other.

Complaints Concerning Non-Academic Matters lists the locations of the complete policies and procedures pertaining to issues primarily involving perceived discrimination, sexual harassment, sexual misconduct, or misconduct in research. Complaints Concerning Academic Matters describes issues that this document addresses specifically: those that directly and closely involve perceived unfairness in academic matters.

Students have recourse to the procedure that they feel is most appropriate for resolution.

Students should not lodge complaints in more than one office at a time.

Complaints Concerning Non-Academic Matters

Equal Educational Opportunity and University Policies on Discrimination, Discriminatory Harassment, or Sexual Harassment

The University's Student Policies and Procedures on Discrimination and Harassment include definitions of terms, statements of policy, and a description of procedures regarding complaints of discrimination, discriminatory harassment, and sexual harassment. The preamble to that document states that Columbia "does not discriminate against or permit harassment of employees or applicants for employment on the basis of race, color, sex, gender (including gender identity and expression), pregnancy, religion, creed, national origin, age, alienage and citizenship, status as a perceived or actual victim of domestic violence, disability, marital status, sexual orientation, military status, partnership status, genetic predisposition or carrier status, arrest record, or any other legally protected status." Supplementary information is contained in the Consensual Romantic and Sexual Relationship Policy Between Faculty and Students.

Where appropriate, students may use the University procedures relating to complaints of discrimination and harassment described above as an alternative to the GSAS Procedure for Student Grievances explained below in Complaints Concerning Academic Matters. Complaints of discrimination or sexual harassment may be lodged through the Office of Equal Opportunity

and Affirmative Action, the Ombuds Office, or the Dean of the school of the person against whom the student has a complaint (if that person is a student).

If the complainant believes the matter involves criminal activity, he or she should contact the Department of Public Safety.

Sexual Misconduct

The University's Policy on Sexual Assault and the disciplinary procedure for sexual assault (PDF) apply only to charges brought against students. Complaints concerning sexual assault by a student may be brought to the attention of the Student Services for Gender-Based and Sexual Misconduct (212-854-1717; Wien Hall, Suite 108I; ssgbsm@columbia.edu).

Misconduct, Dishonesty or Fraud in Research

For the definition of misconduct in research and the procedure to be followed in allegations of misconduct, see Appendix C of the Faculty Handbook. Allegations of such misconduct on the part of a faculty member should be brought to the attention of the dean of the school to which the faculty member belongs.

Complaints Concerning Academic Matters

Section 70a of the Statutes of Columbia University states that "Academic freedom implies that all officers of instruction are entitled to freedom in the classroom in discussing their subjects; that they are entitled to freedom in research and in the publication of its results; and that they may not be penalized by the University for expressions of opinion or associations in their private or civic capacity; but they should bear in mind the special obligations arising from their position in the academic community."

These procedures, in other words, treat academic matters pertaining to the individual student rather than those pertaining to the nature or quality of elements of a course, such as its content, method of instruction, instruction, assignments, etc.

Types of Complaints

Types of complaints that may be addressed by the GSAS Procedure for Student Grievances include, but are not limited to:

- Violation or misapplication of departmental academic rules and regulations so as to be unfair or in conflict with Graduate School or University policy.
- Unfair or inappropriate decisions concerning financial aid or teaching or research fellow assignments.
- Excessive or unreasonable demands on a TA or RA made by a faculty member or department. University and academic holidays must be observed, as well as reasonable requests for time off made with sufficient notice.
- Violation of Graduate School or University rules and regulations or misapplication of Graduate School or University policy.
- Disrupting, refusing to comply with or preventing another's free expression or dissemination of ideas in the performance of his or her responsibilities as a student or faculty member (e.g. conducting research, teaching).
- Other interpersonal conflicts that negatively and unfairly affect the student's academic environment and progress.

- Retaliation against a student arising from bringing a complaint or concern to an office, program, or department of the GSAS.

In some cases, an initial review of the complaint may determine that the matter is more appropriately addressed as a violation of University policies on discrimination, discriminatory harassment, or sexual harassment (see above).

For a grievance that consists only of a grade appeal, please refer to the Grading System section.

GSAS Procedure for Student Grievances

Informal Resolution

If possible, the student should first discuss the matter with the individual(s) directly involved. If no resolution results, the student should consult his or her advisor, Director of Graduate Studies, Chair, the Ombuds officer, or an appropriate dean or administrator in GSAS. The Office of Graduate Affairs may help with informal resolutions and offer suggestions about resolving the matter within the student's department or program, if applicable. Every effort should be made to resolve the matter at an informal level before escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days.

Mediation

Any student who has not reached an informal resolution and prefers to avoid escalating the complaint to the status of a formal grievance may request a mediation session at the Graduate School. Mediation is an informal and confidential process through which the grievant and the accused student can participate in a search for a fair and workable solution. Mediation requires the consent of both parties and suspends the grievance procedure for up to 30 working days, which can be extended at the discretion of the Graduate School upon the consent of both parties. Complaints that are addressed through mediation need not be made in writing. The parties may agree to a variety of solutions ranging, for instance, from the modification of a TA or RA assignment to an apology. A written document, which will remain confidential to both parties, may be produced to memorialize the agreement.

Filing a Formal Grievance

If no informal resolution occurs and the student wishes to make a formal grievance, the student should, within two weeks of the abandonment of attempts at informal resolution, inform in writing the Office of Graduate Affairs that he or she has rejected any offer made during the informal process of resolution (if such was made) and that he or she intends to file a formal grievance. Within two weeks following such notice, the student should submit a written statement to the Dean documenting and describing the source of the complaint, its consequences, and the informal efforts at resolution made to date. This statement must also include a description of the remedy sought.

Review of the Grievance Statement

The Dean will review the written statement and consult with the Office of Graduate Affairs to suggest the appropriate action: either (a) to refer the grievance to the Grievance Committee

(see below) or (b) with the agreement of the grievant, to refer the complaint to the appropriate department or office if the issue seems not to be one that falls within the purview of the Dean's office of the Graduate School.

Formation and Proceeding of the Grievance Committee

If the complaint is forwarded to the Grievance Committee, the Office of Graduate Affairs convenes the committee to review the written statement. The proceeding may involve one or more meetings, depending on how long it takes to collect, present, and evaluate the evidence needed to review the grievance.

A GSAS associate dean will chair the Grievance Committee, which will consist of a second GSAS student affairs staff member and, depending on the nature of the case, a faculty member included for expertise and present through the hearing until the point of deliberation.

The grievant attends the proceeding and, if he or she wishes, may select a faculty member, graduate student or Graduate School administrator to attend the meeting and serve as his or her advocate. The advocate may not pose questions or intervene in the proceedings, but may talk quietly or pass notes to the grievant in a non-disruptive manner. The advocate is not privy to deliberations and does not vote. If the grievant chooses not to attend, he or she will be informed that the committee will proceed to a decision.

The merits of the grievance are evaluated within the context of the University and Graduate School policy, a consensus is reached by a majority vote and, when appropriate, a remedy is recommended. The Committee responds with a written decision in a timely fashion, that is, no later than the end of the semester following that in which the grievance was filed.

Appeal

If the grievant is not satisfied with this decision, he or she may appeal in writing to the Dean. This appeal must be submitted within 30 working days of the decision to the Dean who will decide the matter, ordinarily within 30 days.

11. Leave of Absence

Continuous registration is normally required of all degree candidates in the Graduate School of Arts and Sciences. Under certain circumstances a student may be exempt from the continuous registration requirement as described below.

(see section "I" below for information regarding maternity leave)

1. Medical Leave of Absence

On the written recommendation of a physician and with the approval of the department or program, a student who must interrupt study temporarily because of physical or psychological illness will be granted a Medical Leave of Absence. The physician should confirm that the student is unable to engage in graduate study and may suggest when the resumption of study can be expected. A Medical Leave may be approved at any time during a student's degree candidacy, except during the first term of study, when a Withdrawal would be more appropriate. A Medical Leave may be granted only to students in good academic standing (as defined by the student's department or program) who are eligible to continue in the degree program when they

return from leave. In order to be reinstated after a Medical Leave the student must secure the written approval of the physician treating the student during the Leave, confirming that the student is capable of returning to graduate study and proposing any recommended qualifications (e.g. part-time study) as necessary. Accommodations and other matters relating to disability should be arranged with the Office of Disability Services at (212) 854-2388.

2. Military Leave of Absence

A student who must interrupt study temporarily to fulfill a compulsory military obligation will be granted a Military Leave of Absence. The student seeking a military leave of absence must provide written documentation from the appropriate military authorities (including dates of the period of obligation), and the department or program must certify that the student is in good academic standing (as defined by the student's department or program) and is eligible to continue in the degree program upon return.

3. Personal Leaves of Absence

Students who must interrupt study temporarily for compelling reasons other than those described above may request a Personal Leave of Absence, which must be approved by the student's department or program and by the Dean's office. Such a leave must be approved before or during the term for which it is requested; it cannot be granted retroactively. Leaves of Absence are granted for one or two semesters. Under extenuating circumstances students may apply for a third or fourth semester of leave. Leaves are not granted beyond two years (four semesters); withdrawal is the proper route if absence from graduate study will exceed four semesters. (Students who fail to meet the continuous registration requirement must apply for reinstatement; an approved Leave does not require application for reinstatement.)

3.1.: Personal Leave of Absence for Ph.D. Students

A student in a program leading to the Ph.D. is eligible for a Personal Leave of Absence only after satisfactory completion of at least one year of study. Students who have completed the Master of Philosophy (M.Phil.) or who have completed five years of full-time study or the equivalent are not ordinarily eligible for a non-medical, non-military leave. A leave will be granted only upon certification by the department or program that the student is in good academic standing (as defined by the department or program); has progressed in a timely manner towards the degree according to GSAS and departmental requirements; and is eligible to continue in the degree program upon return.

3.2.: Personal Leave of Absence for M.A. Students

A student in a free-standing Master's program that does not lead to the Ph.D. is eligible for a personal leave of absence after satisfactory completion of at least one semester of study. A leave will be granted only upon certification by the department or program that the student is in good academic standing (as defined by the department or program); has progressed in a timely manner towards the degree according to GSAS and departmental requirements; and is eligible to continue in the degree program upon return.

4. Health Insurance:

A student whose Leave of Absence is approved has the option of continuing their health coverage at their own expense. This decision must be made before the start of the Leave.

5. Registration and Completion of Requirements:

A Leave of Absence is not a registration. No tuition is charged for semesters for which a Leave of Absence has been approved. The fact that a Leave has been granted is entered on the student's permanent academic record. The period of the Leave is not counted as part of the time allowed for completion of the degree requirements. A student on Leave may not fulfill any degree requirement other than, if he or she wishes, the completion of work in courses for which an approved grade of "Incomplete" has been issued by the instructor. The period of the Leave will not be counted toward the time allowed for completion of an Incomplete.

6. Use of Facilities and Services:

Because a Leave of Absence is not a registration, a student on Leave may not usually remain in University Housing. Permission from the Dean's Office is required to override this provision. Library access may continue during this period.

7. Loans, Fellowships and Other Financial Aid:

Most government loan programs do not permit the deferment of loan repayment while a student is on Leave. It is the responsibility of the student to factor this into their decision when requesting a Leave.

8. Reinstatement and Registration:

Students returning from an approved Leave do not need to file a formal application for reinstatement. They should contact their department and the GSAS Office of Graduate Affairs approximately six weeks before the start of the semester in which they wish to return. Students returning from a Medical Leave of Absence are reminded that a doctor's note approving their return is required. Students who are not on an approved leave of absence and who neglect to register are required to submit an application for reinstatement.

NOTE: A student who is not an American citizen or Permanent Resident is generally not allowed to stay in the United States when on a Leave of Absence and should contact the International Students and Scholars Office at 854-3587 for clarification.

All students who wish to take a leave of absence must submit a leave of absence request to the Office of Graduate Affairs, P&S 3-435.

12. Prizes and Awards

Students are encouraged to apply for competitive external awards such as NSF fellowships, industry awards and individual NIH Fellowships. Successful receipt of such awards will often result in additional stipend supplementation. Students should consult with the Office of Graduate Affairs to determine which awards qualify for such supplementation. In addition the following University awards are available:

Brunie Prize - The Brunie Prize in Neural Stem Cell Research is a \$2,000 award presented each spring to a graduate student whose research improves our understanding of stem cell biology or its therapeutic potential in the central nervous system (CNS). There is a broad range of relevant research topics, including (but not restricted to) studies of CNS progenitor cells, cell cycle regulation, proliferation, fate

determination, CNS injury, or the application of stem cells to disease models. Projects may focus on developmental stages and/or the adult CNS.

Dean's Award for Excellence in Research – This award is presented annually to two graduating Ph.D. students in recognition of outstanding research and achievement during their graduate training. The award includes a \$3,000 check for each student presented at Commencement.

Kavli Award for Distinguished Research in Neuroscience – Awarded annually to the student judged to have produced the best neuroscience thesis during that calendar year. Nominations are submitted by any member of the thesis committee.

Titus M. Coan Prize for Excellence in Research - Two awards for outstanding achievement in Biomedical Sciences; one for Basic Cell and Molecular Research and one in Translational Research for a graduating PhD student. Each award will be for \$250.

Violin Family International Travel Award - A Travel Award has been established through a generous gift from Dr. George Violin (CC '63, SIPA '66, P&S '67) to support short-term travel to Israel for advanced training or to attend a scientific conference or symposium. The award, which is open to any Ph.D. student in the natural sciences and is intended to provide funds to expand the applicant's knowledge in areas in which he or she already has experience.

13. Registration

Students are required to be registered both for individual courses and a general registration category. The general registration categories are either RU (Residence Unit), ER (Extended Residence) or M&F (Matriculation and Facilities). Students in years 1-3 are registered RU. Students in years 4+ are registered ER. Students who are completing their dissertation requirements and are not receiving any compensation from Columbia University may register M&F. The appropriate registration category will be entered for you at the beginning of each semester. You need only register for the individual courses.

Registration is via the web. Your department will assist you with the appropriate course numbers. You can log into Student Services Online (SSOL), <https://ssol.columbia.edu/> to access your PIN number and appointment times.

Students in all degree programs are required to register in each semester until all degree requirements have been completed or until the time-to-degree limit has been reached. Students are exempt from the requirement to register continuously only when granted an official leave of absence by the Office of Graduate Affairs. You must be registered for the semester in which your distribution takes place. This is your final semester of registration, even if your defense and deposit take place in a subsequent semester.

14. Time Off

Childbirth:

Students who give birth or adopt while enrolled are entitled to 12 calendar weeks where regular responsibilities associated with their doctoral program are suspended for pregnancy, birth, and/or care of a newborn. Responsibilities that may be suspended include class attendance, course assignments, exams, and other academic requirements; and research and other work in the lab. The use of parental leave must be approved by the Graduate Program Director.

Either parent is eligible for parental leave.

Students on an external fellowship (e.g., NSF, NIH, Fulbright, etc.) should inform the external award agency and comply with any policy and conditions of the funding agency. During this period of suspension of responsibilities, full-time student status will be preserved, compensation is continued, student health insurance, and housing eligibility are retained. The policy does not affect a student's ability to request an unpaid Leave of Absence to begin after the twelve-week period has ended.

Religious Holidays:

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Sick Days:

Students may continue to receive compensation for up to 15 calendar days of sick leave per year. Sick leave may be used for the medical conditions related to pregnancy and childbirth.

Vacation:

Students should negotiate reasonable vacation time with their mentor. The period between the spring and fall semesters is considered to be an active time of research and research training and is not considered to be a vacation or holiday.

15. Time to Degree

The average time-to-degree in the Coordinated Doctoral Programs is 5.6 years. Students enrolled for more than seven years may not be guaranteed funding. Students are allowed nine years of continuous registration to satisfy all requirements for the doctoral degree. Students who do not complete all requirements for the doctoral degree by the end of the ninth year will no longer be considered GSAS Ph.D. degree candidates and will be notified accordingly in writing by GSAS.

16. Withdrawal

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is defined as the dropping of one's entire program in a given term as opposed to dropping a portion of one's program. Any student withdrawing must notify the Office of Graduate Affairs in writing.

Formal withdrawal ordinarily is allowed only prior to the examination period. Withdrawal means that courses and grades are expunged from the student's record and that the student does not receive any registration credit.

In addition to the above policies which are specific to the Coordinated Doctoral Programs in Biomedical Sciences of the Graduate School of Arts and Sciences, students should familiarize themselves with the following general policies and regulations of Columbia University.

V. UNIVERSITY POLICIES

1. Alcohol Policy

Columbia University is committed to creating and maintaining an environment that is free of alcohol abuse. The University complies with New York State law and other applicable regulations governing alcoholic beverages for those on the University's premises or participating in its activities. The University strongly supports education and treatment programs as the most effective means to help prevent and reduce alcohol abuse.

In addition, Columbia University is committed to providing an academic and social environment that supports individual freedom while promoting individual responsibility, health and safety, and community welfare. To that end:

1. Columbia expects that those who wish to include alcohol as part of their activities will do so responsibly and lawfully. Responsible drinking includes making sound judgments about whether, when, and how much to drink, understanding the health issues related to the consumption of alcohol, and avoiding excessive or "binge" drinking or any other abuse of alcohol that negatively affects one's academic, work, social, athletic, or personal activities, and health.

2. Persons planning events on campus should be mindful of the complexities introduced into planning an event with alcohol. Event management issues, the presentation of entertainment, provision of refreshments, management of the participants or audience, security, and other factors require serious attention for any event, and all the more for an event at which alcohol is served. Event organizers must fully understand the University alcohol policy and applicable laws and manage their events accordingly.

3. Organizations may not plan events that promote or encourage the consumption of alcohol, nor may event planning be based upon the assumption of abusive or illegal alcohol consumption. Persons planning events should remember that the vast majority of events at Columbia take place without alcohol, that most members of the undergraduate community are not of legal drinking age, and that among those who are, many do not drink alcoholic beverages at all. Campus organizations that choose to plan events with alcoholic beverages are expected to maintain a reasonable balance in their programming between events with and those without the serving of alcoholic beverages.

2. Information Technology Computer and Network Use Policy

Columbia University maintains certain policies with regard to the use and security of its Information Technology (IT) resources, including computer systems and networks. All users of Columbia University's IT resources and facilities are expected to be familiar with and adhere to the CUIT policies, as well as, be subjected to the consequences and/or penalties for violating University's policies.

Students are advised to review the extensive computer use policies covering the topics below at: http://www.columbia.edu/cu/administration/policylibrary/responsible_office/cuit.html

Acceptable Use of IT Resources (Network and Computing) Policy
Computer Access for Staff
Copyright Information for Network Users
CUIT Publishing Policy
CUIT Security
Data Classification Policy

Data Sanitization / Disposal of Electronic Equipment Policy
Desktop and Laptop Security Policy
E-commerce: Electronic Protection of Cardholder Information Policy
Electronic Data Security Breach Reporting and Response
Electronic Information Resources Security
Electronic Information Server Administration
Email Usage and Retention Policy
Encryption Policy
Information Security Charter
Information Security Policy Statement
Network Bandwidth Quotas
Obtaining Domain Names
Remote Access Policy
Sending a Broadcast Email Message
Social Security Number (SSN) and Unique Person Number (UPN) Usage
Systems Access and Privacy Policies

3. Equal Educational Opportunity and Student Nondiscrimination Policies

The Office of Equal Opportunity and Affirmative Action (EOAA) has overall responsibility for the University's Student Policies and Procedures on Discrimination and Harassment; and for coordinating compliance activities under these policies and the applicable federal, state and local laws.

EOAA is designated as the University's Compliance Office for Title IX, Section 504 of the Rehabilitation Act, and other equal opportunity, nondiscrimination and affirmative action laws. The EOAA Office: 103 Low Library, 212-854-5511 eoaa@columbia.edu.

Melissa Rooker, Associate Provost,
Title IX Coordinator, Section 504 Coordinator,
212-854-5918, mrooker@columbia.edu

The Assistant Director, Student Services for Gender-Based and Sexual Misconduct, and the Dean of Students at Columbia Law School also serve as Deputy Title IX Coordinators. Students, faculty, and staff may contact the EOAA Office to inquire about their rights, request assistance, seek information about filing a complaint, or report conduct or behavior that may violate these policies. On Line Complaint Form:

<http://eoaa.columbia.edu/student-nondiscrimination-policies/online-complaint-form>

STUDENT POLICIES ON DISCRIMINATION AND HARASSMENT

Columbia University is committed to providing a learning, living, and working environment free from discrimination and harassment. The University does not tolerate discrimination or harassment on the basis of membership in a Protected Class; and it provides students who believe that they have been the subject of discrimination or harassment with mechanisms for seeking redress. • Nothing in this policy shall abridge academic freedom or the University's educational mission. • All members of the University community are expected to adhere to the applicable policies, to cooperate with the procedures for responding to complaints of discrimination and harassment, and to report conduct or behavior they believe to be in violation of these policies to EOAA. • Management and supervisory personnel have a duty to act; they are responsible for taking reasonable and necessary action to prevent discrimination and harassment and for responding promptly and thoroughly to any such claims. • University officers who learn of an allegation of gender-based misconduct, discrimination or harassment have a duty to report the allegation to EOAA or Student Services for Gender-Based and Sexual

Misconduct. • All students are protected from retaliation for filing a complaint or assisting in an investigation under these policies. Appropriate disciplinary action may be taken against any student or employee who violates these policies.

STUDENT PROCEDURES ON DISCRIMINATION AND HARASSMENT

Complaints Against Students

Complaints against students for gender-based misconduct are processed in accord with the Gender-Based Misconduct Policies for Students at: 212-854-1717.

<http://www.columbia.edu/cu/dpsa/>

Dean's Discipline

Complaints by students against students for other forms of discrimination and harassment are processed in accord with the Student Policies and Procedures on Discrimination and Harassment at: <http://eoaa.columbia.edu/student-policies> and should be filed with the Dean of the school in which the respondent student is enrolled. Complaints against students are investigated under the appropriate Dean's Discipline procedure of the respondent student's school. Office of Equal Opportunity and Affirmative Action (EOAA) Complaints against employees for discrimination, harassment and gender-based misconduct are processed in accord with the Employment Policies and Procedures on Discrimination and Harassment at: <http://eoaa.columbia.edu/employment-policies>

4. FERPA

The University abides by the provisions of the Federal Family Educational Rights and Privacy Act of 1974. This act ensures a wide range of rights, including but not limited to: information about student records that the University maintains, who maintains them, who has access to them, and for what purposes access is granted. The act also permits the University to release "directory information" without a student's consent. In addition, the act guarantees students access to their records and restricts the access of others.

Students at Columbia University Medical Center may restrict access to their directory information at the Registrar's Office located in 1-141 Black Building.

The entire policy can be viewed at the following site:

<http://www.essential-policies.columbia.edu/policy-access-student-records-ferpa>

5. Gender-based Misconduct Policy

Prohibited Conduct

Gender-based misconduct comprises a broad range of behaviors focused on sex and/or gender that may or may not be sexual in nature. Any intercourse or other intentional sexual touching or activity without the other person's consent is sexual assault, which is a form of gender-based misconduct under this Policy. Sexual harassment, sexual exploitation, gender-based harassment, stalking, domestic violence, and dating violence are also forms of gender-based misconduct. Intimidation for one of these purposes is gender-based misconduct, as is retaliation following an incident of alleged gender-based misconduct or attempted gender-based misconduct. Misconduct can occur between strangers or acquaintances, or people who know each other well, including between people involved in an intimate or sexual relationship, can be committed by anyone regardless of gender identity, and can occur between people of the same or different sex or gender. This Policy prohibits all forms of gender-based misconduct.

Any non-consensual sexual activity is gender-based misconduct. Consensual sexual activity requires unambiguous communication and mutual agreement for the act in which the participants are involved. Sexual activity accompanied by coercion or force is not consensual. A person cannot give consent if he or she lacks the ability to make or understand the decision because of disability, lack of sleep, consumption of alcohol or drugs, or if he or she is unwillingly physically constrained. A sleeping or unconscious person cannot give consent. The use of alcohol or drugs does not justify or excuse gender-based misconduct and never makes someone at fault for experiencing gender-based misconduct.

Examples of Gender-Based Misconduct

Specific categories of gender-based misconduct and other important definitions used in this Policy are included in the Definitions section following the Procedures, along with scenarios illustrating specific instances of gender-based misconduct. For purposes of illustration, the following list sets forth examples of conduct that could constitute gender-based misconduct under those definitions:

- Coercion for a date or a romantic or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Use of unwanted force in connection with sexual activity or attempted sexual activity
- Sexual contact with a person who has not clearly consented
- Unwelcome remarks about the private parts of a person's body
- Belittling remarks about a person's gender or sexual orientation based on gender-stereotyping
- Videotaping or photographing of activity of a sexual or private nature without the consent of the person(s) being videotaped or photographed
- Obscene gestures of a sexual or gender-based nature
- Graffiti concerning the sexual activity of another person
- Use of email, the Internet, or other forms of digital media to facilitate any of the behaviors listed above

To get help when faced with Gender-based misconduct, please see the resources at the following site: <http://sexualrespect.columbia.edu/i-need-help-where-do-i-go>

6. Personal Identification Number (PID#)

The University's policy is to protect Social Security Number data from unauthorized or unnecessary disclosure. As such, you have been assigned a unique personal ID number that will be used around campus to identify you as a Columbia University student. This is your Student Identification Number or what we call your "PID #".

You can view your PID # by logging on to Student Services Online (SSOL) at <https://ssol.columbia.edu>. There you will find a ten digit ID number that begins with the letter "C".

7. Political Activity

Columbia University, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Political intervention includes not only making financial contributions but also the publication

or distribution of written or oral statements on behalf of or in opposition to a particular candidate. There are no exceptions to this prohibition. Even an insubstantial violation may lead to monetary fines and exposes the University to the possibility of revocation of its tax exempt status.

Nonetheless, the University is dedicated to the free expression of ideas. It encourages students, faculty, and other employees, in their individual capacities, to participate fully in the political process during campaigns by candidates for public office as long as they do not—either overtly or implicitly—involve the University.

In order to permit the most robust political discourse during partisan political campaigns for public office, while at the same time ensuring Columbia's compliance with the restrictions placed on the University as a tax-exempt organization, the University issued a Statement of Columbia University Policies and Practices on Campus Political Activities in 1970. That policy remains in effect today and prohibits all individuals and groups within the University community from using University resources or the University's name in connection with partisan political campaign activities.

Thus, in accordance with both the law and stated University policy, everyone connected with the University must observe the following rules with respect to his or her participation in national, state, or local partisan political campaign activities:

1. When endorsing or opposing a candidate for political office or taking a position on an issue for the purpose of assisting or opposing a candidate, individuals and groups within Columbia University should undertake to make it clear that they are speaking only for themselves and that they are not stating a University position. This is particularly important for those who in their official capacity frequently speak for the University.

2. Faculty and other employees may take part in partisan political activities freely on their own time, but they must not do so at the expense of their regular responsibilities to the University and its students.

3. Columbia University's name or insignia cannot be used on stationery or other documents intended for political purposes, including soliciting funds for political support or carrying on a political campaign.

4. Funds or other contributions may not be solicited in the name of Columbia University for political support or carrying on a political campaign.

5. Columbia employees may not—and should not be asked to—perform tasks related to partisan political activities during working hours.

6. The following may not under any circumstances be used for political campaign purposes: a. The University's bulk-mailing privilege; b. University mailing lists—including the addresses and e-mail addresses of departmental offices or the offices of faculty or other employees; c. University-provided office supplies, telephones, facsimile machines, copiers, etc.; d. The University's sales tax exemption for purchases of goods and services.

7. Any communication disseminated through the Columbia e-mail system that could be construed as relating to political activity must include a clear statement that such communication represents the personal position of the author.

8. University-related organizations composed solely of members of the corporate University community and its educational affiliates may utilize available University building space (University facilities regularly reserved for student use and other University space such as lecture halls and meeting rooms) to engage in partisan political campaign activities within the University community,* provided that such organizations (i) pay for the costs of such activities (typically, telephones, duplicating, electricity, etc.) and (ii) pay full

rental fees for the use of such facilities that they would otherwise be charged. A disclaimer should be made at the beginning of any such event (and in any printed materials or advertising) that the University does not support or oppose candidates for political office, that the opinions expressed are not those of the University, and that the University-related organization has sponsored the event. All plans, publicity, and other information relating to such activities must be approved in advance by the appropriate student affairs office and the General Counsel's Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities. The University's outdoor grounds may not be used for partisan political events.

9. Organizations that are composed of non-University members, participants or employees, in whole or in part, are ineligible for use of University space to engage in partisan political campaign activities.

10. Certain nonpartisan political activities (such as properly organized voter registration activities, voter education programs, and candidate debates) may be permissible if they do not evidence a preference for or opposition to a political party or to candidates who have taken a particular position. In order to ensure that all legal and University requirements are followed, advance approval for these events must be obtained from (and all materials must be reviewed by) both the appropriate student affairs office and the General Counsel's Office, which will, if necessary, provide further guidance to the organizer. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such activities. In addition, an announcement should be made at the beginning of each such event and in any written materials setting forth the disclaimer described in paragraph 8 above.

As noted above, these policies are not intended to infringe in any way your individual right to support a particular candidate or participate in a political campaign. You remain entirely free to become involved in the election process as you choose, so long as you do so in a way that does not—either overtly or impliedly—involve the University.

Your cooperation in this matter is both necessary and appreciated. If you have any questions, please call either Loftin Flowers, Director of Government Relations and Policy Coordination, 212-854-3738, llf2105@columbia.edu, or Howard A. Jacobson, Deputy General Counsel, 212-854-5583, haj@gc.columbia.edu. At the Columbia University Medical Center, Ross A. Frommer, Deputy Vice President, 212-305-4967, raf2002@columbia.edu, is also available for assistance.

PARTISAN POLITICAL CAMPAIGN EVENTS ON CAMPUS

When a University-related organization composed solely of members of the corporate University community and Columbia educational affiliates sponsors a partisan political campaign event, there are a number of considerations to keep in mind:

1. All plans, publicity, and other information must be approved in advance by the appropriate student affairs office and the General Counsel's Office. The Office of the Director of Government Relations and Policy Coordination is available to consult with Columbia affiliates about such events.

2. The University-related group selects the indoor University venue, based upon availability and size of expected audience.

3. No campaign rallies, campaign banners, campaign literature or button distribution, or fund-raising are allowed.

4. A disclaimer must be included in all written materials and advertising (including phonemail) and announced at the beginning of all events:

“Columbia University does not support or oppose any political candidates. The views expressed are those of [the candidate or other partisan political speaker] only. The [Columbia-related group] is sponsoring this event.”

5. Columbia University ID's are required for attendance.

6. Columbia University or school banners may not be displayed; University related group banners may be.

7. All normal costs (such as for University security, telephones, facsimile machines, and duplicating expense) must be paid by the sponsoring group or the speaker.

8. No room charge will be assessed if the sponsoring University-related group does not pay room charges for other (nonpolitical) events. If the sponsoring University-related group is charged for room usage for other (nonpolitical) events, a room charge must be paid for a political event.

9. Columbia University will not issue a press release, but the University-related group may.

10. Candidates and sponsoring groups may not use the University's bulk mailing rate, University mailing lists, or the University's sales tax exemption for the event.

8. Radiation Access

In March 2007 the Nuclear Regulatory Commission (NRC) issued a directive with guidelines for access to certain restricted radioactive material. This was done to ensure the security of the nation's nuclear material.

Fingerprinting is now required of all individuals seeking unescorted access to the CUMC irradiators. For those who have been a full-time student or employee for less than three years, there will also be a required background check. The background check will include employment history, education, personal references, and a federal criminal history check.

Of concern are major indicators of unreliability or untrustworthiness which impact national security, not minor infractions. It is also important to note that the results of the background check will not be shared with the Graduate School.

In order to mitigate the impact that these requirements will have on students while still complying with Federal and State regulations, the Graduate School has developed the following guidelines:

1. Rotation students: Given the short duration of rotations, students on rotation should not be required to undergo a background check. It is the responsibility of the PI to designate someone else with access privileges in the lab to either irradiate required samples for the student or to act as an escort for that student so the student can do the irradiation personally.

2. Students selecting a thesis lab: Students will be informed during the first year that some labs or some specific projects may require access to irradiation sources and that, depending on the policy of the specific lab, the student may have to undergo a background check to gain unescorted access rights.

3. Students undergoing check after selecting a lab: If, after selecting a thesis lab and undergoing a background check, a student is not granted unescorted access, then the PI, student, and program director will meet to determine the best course of action. This may involve designating someone in the lab with access privileges to irradiate samples or escort the student, it may involve changing thesis project to not involve use of an irradiation source, or it may

involve changing labs.

4. Current students in thesis labs: If the need to irradiate samples develops after a student has begun work on a thesis project and the student does not agree to the background check, or fails to be granted unescorted access after a check, then it is the responsibility of the PI to designate someone else in the lab with access privileges to either irradiate required samples for the student or to act as an escort for that student so the student can do the irradiation personally.

5. Students with unescorted access rights: These students should only escort other personnel to the irradiation source at the express direction of their PI.

The NRC issued specific guidelines regarding the kinds of background information that might preclude a person from securing unescorted access rights.

9. Romantic Relationship Advisory Statement

Columbia University's educational mission is promoted by the professionalism in its faculty-student and staff-student relationships.

Consensual Relationships Between Faculty and Students. It is the policy of the University that no faculty member shall have a consensual romantic or sexual relationship with a student over whom he or she exercises academic or professional authority. It is also the University's policy that no faculty member shall exercise academic or professional authority over any student with whom he or she has or previously has had a consensual romantic or sexual relationship. This policy applies to all officers of instruction, research and the libraries, including student officers of instruction and research and graduate and undergraduate teaching assistants. You may download a copy of this policy here: <http://eoaa.columbia.edu/resources/documents> For further information, contact Melissa Rooker, Associate Provost, Office of Equal Opportunity and Affirmative Action, at 212-854-5511 or mrooker@columbia.edu.

Consensual Relationships Between Staff Members and Students. No staff member at Columbia should participate in supervision, employment actions, evaluation, advising or mentoring any Columbia University student with whom that staff member has or has had a consensual romantic or sexual relationship, except in unusual circumstances, where explicit authorization has been obtained from the Vice President of Human Resources in consultation with Office of the General Counsel. In the event that a personal relationship of this kind does exist in a supervisory, advisory or mentoring context, the supervisor must disclose the relationship to the Vice President of Human Resources and initiate arrangements to address any issues of conflict of interest. A staff member who violates this policy will be subject to disciplinary action up to and including termination. The University will take all necessary steps to protect a student in such a relationship against academic, professional or financial hardship. You may download a copy of this policy here: <http://eoaa.columbia.edu/resources/documents>. For further information, contact EOAA, 212-854-5511, or Human Resources at 212-851-7008.

10. Smoke-Free Policy

Columbia University Medical Center is a completely smoke-free environment. While the interior spaces of our buildings have long been smoke-free, a recently revised CUMC smoking policy prohibits smoking on all CUMC property, both indoors and outdoors. Smoking of tobacco is not

permitted in CUMC buildings, residences, entrances, grounds, gardens, courtyards, parking facilities, shuttle buses, and Public Safety vehicles.

11. University Regulations

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the student's connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the dean or director of the school or college of the University in which he or she is first registered.

The privileges of the University are not available to any student until he or she has completed registration. A student who is not officially registered for a University course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he or she obtains the written consent of the appropriate dean or director.

The University reserves the right to withhold the privilege of registration or any other University privilege from any person with an unpaid debt to the University.

Additional University Regulations are available in *Essential Policies for the Columbia Community*, the University student handbook, <http://www.columbia.edu/cu/facets>